



# DEMOLITION PERMIT INSTRUCTIONS

**Please read before filling out your building permit.**

1. Make a drawing of the proposed structure to be demolished. In the grid using the top as the street, show dimensions of all setbacks as required (see back of permit sheet), all property lines, and all easements of record. Show the shape of the structure and overall dimensions of the structure. Include porches in dimensions.
2. Include directional arrow for north on plot plans.
3. Include legal address of property.
4. Show name of street at top of grid and street numbers. This may be assigned by personnel in the city office if the property has not been previously assigned an address.
5. Answer all questions and complete the applicant information.
6. Be sure to sign the application.
7. All permit fees must be paid prior to issuance of an approved demolition permit. This permit will be good for 120 days. If an extension is needed, one can be obtained at City Hall through the designated Building Official or City staff without any additional fees.
8. All construction or work for which a demolition permit is required shall be subject to physical review and inspection by the designated Building Official.
9. Call for inspections 48 hours prior to need. Scheduling will be made as rapidly as possible after notification.
10. Call for verification of proper disconnecting of utilities—electrical, sewer, water and gas—prior to demolition of the structure.

*Prior to obtaining a demolition permit. Prior to obtaining a demolition permit under these regulations all public utilities shall be disconnected, the sewer, water and gas shall be capped, and the structure shall be tested for asbestos. The owner shall cause the sewer line to the building or structure to be capped by a licensed plumbing contractor and such capping shall be inspected and approved by the building official. All such sewer lines shall be capped in an approved manner at a point between the connections to the sewer main and five (5) feet inside the property line nearest the sewer main where the building sewer connects. The owner shall cause all other utility services to be totally disconnected from the building or structure to be demolished prior to demolition. All gas and water lines shall be disconnected and capped by a representative of the utility provider. The owner shall have the structure tested for asbestos at the owner's expense. The city shall inspect and approve all disconnects prior to issuing the demolition permit.*

11. Questions about demolition permits may be addressed to the designated Building Official at City Hall.

## DEMOLITION PERMIT FEES & INSURANCE REQUIREMENTS

<u>Type of Structure</u>	<u>Fee</u>	<u>Insurance Requirement</u>
Single or Dual Family Residential	\$60	\$500,000.00 (Five hundred Thousand)
All Others Less than 2 stories in height	\$50	Proof of liability insurance of at least \$1,000,000 (One million), if property shares common wall or is less than 10 feet from adjoining structures.
All Others 2 or more stories in height	\$100	Proof of liability insurance of at least \$1,000,000 (One million), if property shares common wall or is less than 10 feet from adjoining structures.